

Summer Village of Parkland Beach - Minutes of the  
Organizational Meeting of Council held in the Parkland Beach  
Administration Office on August 28, 2017

**Present**

Councillors Kirstan Jewell, Paul Littlewood, and Blair Morton  
Chief Administrative Officer: Kathy Whiteside  
Public in Attendance: 1

**Call to Order**

CAO Kathy Whiteside called the meeting to order at 5:00 pm

**Introductions**

New Council and CAO had a brief introductory discussion.

**Appointment of Mayor**

The CAO called for nominations for the position of Mayor.  
Councillor Jewell nominated Councillor Morton.  
As there were no further nominations, Councillor Morton was declared elected to the position of Mayor.

**Appointment of Deputy Mayor**

The CAO called for nominations for the position of Deputy Mayor.  
Councillor Littlewood nominated Councillor Jewell.  
As there were no further nominations, Councillor Jewell was declared elected to the position of Deputy Mayor.

**Oath of Office**

All Councillors subscribed to the official oath of office.

Mayor Morton assumed the chair.

**Regular Meeting Date & Time**

#2017-08-01-Org

MOVED by Councillor Littlewood that regular council meetings be held on the second Monday of each month starting at 4:00 pm; and that if any meeting day falls on a holiday the meeting will be held the following Monday; and that the September 2017 meeting be held on the third Monday due to a conflicting date with Councillor orientation. Carried

**Signing Authority**

#2017-08-02-Org

MOVED by Councillor Littlewood that the bank signing authority for the Summer Village of Parkland Beach be authorized as any one member of Council: Kirstan Jewell, Paul Littlewood, or Blair Morton; and the Chief Administrative Officer, Katherine Whiteside; and that Susan Krest, Richard Wilkins, Paulette Martens, and Wendy Wildman be removed as signing authorities on the account. Carried

**Boards & Committees**

#2017-08-03-Org

MOVED by Mayor Morton that Board and Commission appointments be approved as follows: Councillor Morton to Parkland Regional Library, Councillor Littlewood to Ponoka Regional Emergency Management Partnership, and Councillor Jewell to Gull Lake Stabilization Committee. Carried

**Other Appointments**

Administration added that further appointments will be made at future Council meetings, as the bylaws and policies are reviewed.

**Honorariums & Expense**

#2017-08-04-Org

MOVED by Councillor Jewell that the Council Honorariums and Expense Policy be approved as presented and that the Council honorarium be set at the same rate as in the past, at \$5,000 for the current Council year. Carried

**Councillor Code of Conduct**

The new MGA will require Council to adopt a Councillor Code of Conduct. Information will be provided when available, and a template will be requested from Municipal Affairs.

**Misc.**

Campaign contributions – Councillors were reminded of the requirement to submit form 21 if they had received any campaign contributions.

Business Cards – Councillors did not wish to order at this time.

MGA – Administration will send out the link to an online version of the MGA to all Councillors. When the new MGA is approved, Councillors will determine if paper copies are needed for their reference.

Communications – Council directed administration to use as much digital communication as possible. Keys for the office are not needed at this time; however an after-hours protocol and brief orientation for emergency situations was requested.

**Misc. cont'd.**

Councillor Insurance information and a draft Organizational Chart were distributed for information.

**Adjournment**

MOVED by Mayor Morton that the meeting adjourn at 6:15 pm.

MAYOR

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CHIEF ADMINISTRATIVE OFFICER

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